

Division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension (ALVSCE) Faculty Council

Amendments approved May 8, 2025

The intent is for the Faculty Council to represent the AVLSCE faculty in the shared governance structure of CALS. It is based on The University of Arizona Guidelines for Shared Governance.

Purpose. The Faculty Council shall discuss matters of concern to CALES, Cooperative Extension, and the University community, including policies that affect the mission and management of the College. Specifically, the Faculty Council shall provide a forum to:

1. Identify and discuss issues of significant interest or concern to the faculty with due consultation with the faculty and the Dean;
2. Specific issues for discussion by the Faculty Council may be submitted by the Faculty or the Dean; and,
3. Provide advice or recommendations to the Faculty and the Dean on proposed actions.

Membership. The Faculty Council shall be composed of:

1. All elected and voting-eligible Faculty Senators with ALVSCE appointments;
2. Representatives elected by faculty within each CALES academic unit, one representative for each department and two representatives for each school;
3. Two elected representatives of county-based faculty; and,
4. One elected representative of Cooperative Extension faculty based on the Main Campus.

Members of the Faculty Council other than the Faculty Senators and the Dean shall have a membership term of two years for no more than two consecutive terms. A Faculty member elected to Vice-Chair may have an additional year to serve as Chair the following year. Department Heads, School Directors, and other unit administrators are not eligible as faculty-elected unit representatives. Half of the elected unit representatives of the Faculty Council shall be up for election every year. Elections within each unit shall be conducted by the unit with the assistance of the Faculty Council Chair & Vice-Chair at the end of the Spring Semester to determine representative(s) whose term will begin in the upcoming Fall Semester.

To maintain balanced elections with approximately half of elected representatives up for election each year, the Chair may, at their discretion and with the approval of the Faculty Council, designate certain positions for one-year terms during election cycles. These one-year term designations should be announced prior to the election process and should rotate fairly among units when possible. Faculty members who serve a one-year designated term remain eligible for two consecutive full terms thereafter if elected.

The Dean is an *ex officio*, non-voting member of the Faculty Council.

Officers. Annually, at the first Faculty Council meeting of the Fall Semester, the Faculty Council shall elect a Vice Chair for the current term. The previous Vice Chair shall automatically assume the role of Chair unless they are unable or unwilling to serve. In such cases, the Faculty Council shall also elect a Chair at the first meeting. Committee members eligible for election to Vice Chair are representatives who have served for one year on the FC within the previous 5 years.

The Chair shall act as liaison with the Dean and is responsible for scheduling, setting the agenda, and chairing meetings; the Vice Chair prepares and distributes the minutes of meetings and serves as Chair-elect for the following year. Each Council officer serves for a term of one year.

In the event an officer is unable to complete their term, the Faculty Council shall elect a replacement at the next regular meeting or at a special meeting called for this purpose. A quorum, as defined in this Charter, must be present for such elections, and the election shall be by majority vote of members present. If the Chair position becomes vacant, the Vice Chair may assume the Chair role immediately, and a new Vice Chair shall be elected. If both positions become vacant simultaneously, the Faculty Council shall elect replacements for both positions. Any replacement officer shall serve for the remainder of the original term."

Elections. The Faculty Council, through the Vice Chair, shall be responsible for managing all faculty elections for the ALVSCE Faculty Council. This includes:

1. Coordinating the nomination process and elections for Faculty Council representatives from all academic units;
2. Overseeing the nomination and election process for College Faculty Members;
3. Establishing and maintaining election timelines, procedures, and electronic voting mechanisms;
4. Verifying the eligibility of nominees and voters according to established criteria;
5. Announcing and certifying election results to the College community.

The Vice Chair shall follow procedures documented in the Faculty Council Bylaws. Elections shall be conducted electronically whenever possible to maximize participation and efficiency. The Vice Chair shall report election outcomes to the Faculty Council, and results shall be published on the Faculty Council website."

This addition establishes a clear structure for election management while placing responsibility with the Vice Chair, as requested. It also references the Bylaws, which aligns with your plan to create a separate Bylaws document for operational details.

Quorum. A simple majority of the membership constitutes a quorum for voting on regular business matters of the Council. Two-thirds of the membership constitutes a quorum for the election of officers and for making amendments to the CALES Faculty Council Charter.

Information distribution. All approved recommendations, documents, and meeting minutes of the Council will be made publicly available through the CALES Faculty Council website. Publicly posted minutes should include details of any votes and their results (e.g., number approved/opposed/sustained).

Original version: December 14, 1999

Revisions: October 22, 2013; October 15, 2016; May 19 2021; May 8, 2025